



2022

Summer Camp

Handbook

Trinity Christian Academy



2022 Summer Camp Handbook

Trinity Christian Academy's summer program, Camp Trinity, is a fun and interactive summer program for children entering grades K5-8. Camp runs weekly beginning June 6 through July 29 from 9:00 am to 3:00 pm with morning care beginning at 7:30 am & extended care through 6:00 pm.

Our program incorporates activities such as interactive games, sports, and weekly field trips. Choose the week(s) that are best for your family.

We take pride in our summer program and hire only the best individuals to serve you and your family. We encourage open communication to ensure that your child has the best experience possible. Please feel free to call us or stop by to discuss questions or concerns you may have. Your cooperation and full disclosure of any needs your child may have in terms of medicine, allergies, or changes that may affect their attitude or behavior such as home life changes (divorce, loss of a loved one, etc.) are important for us to know for the safety and well being of your child. Please review the registration packet thoroughly and feel free to include this information and speak to your child's camp counselor or our Camp Director.

The safety of every child at our camp is our number one priority and we have placed policies in place to protect them and make your experience with us at Camp Trinity worth sharing. Below are some guidelines to help you understand how our program works:

Fees & Payments

A \$25 non-refundable/non-transferable registration fee is required with your application. The cost for camp is \$150 per week which includes the field trips scheduled for that week and extended care. A \$75 non-refundable/non-transferable weekly fee is required at time of registration to reserve each week and will be deducted from the weekly fee. Campers will be required to pre-purchase their camp shirt at time of registration and will be made available for pickup prior to the start of camp. Please see registration packet for details and order information.

Payment for the week is due by 3:30 pm the Wednesday prior to the week your child is attending. All payments made after this deadline will be assessed a \$5.00 late fee per child and full payment will be required at sign-in on Monday morning. If the week you select is full, you be notified and can be placed on a waiting list (max 15 spots). We will contact you if an opening becomes available.

Drop-off & Pick-up:

Campers must be signed in by 9:00am daily unless an earlier time is designated for a field trip. For the safety of every child, parents must escort their children and sign them in and out of camp daily. Photo identification is required in order to pick up your child along with each person you authorized to do so on the registration packet. Please inform these individuals to be prepared with their photo ID as they will be required to produce it in order to release your child. All campers are to be picked up by 6:00pm. A late fee of \$1.00 per minute will be assessed after 6:00pm.

Dress Code:

Campers must wear their Camp Trinity T-shirts every day. Campers may wear shorts as long as they are not shorter than mid-thigh and do not have rips or tears on them. Sneakers or closed toe shoes are required. No open back or wheeled soles allowed. Water shoes may be packed and worn during water activity days. Modest 1-piece bathing suits are permitted for water activity days. Sunscreen application prior to drop off is highly recommended daily and a spray bottle of sunscreen with your child's name on it should be sent in for reapplication when necessary (see "Sunscreen Policy" section in registration packet).

Lunch & Snacks:

Campers are required to bring a packed lunch, snacks and drinks daily. Ice packs are recommended for food safety; microwaves are not available for heating.

Important Information:

Please contact our preschool office at (386) 789-4515 x101 to keep us informed of any changes to the information provided in your registration packet such as emergency contact, pick-up authorization or if you are not able to pick you child up on time.

You will be contacted immediately if:

- your child is injured and requires immediate attention and/or paramedics have been called. We ask that if we have to contact you regarding an emergency, you make every effort to attend to your child as soon as possible.
- your child exhibits symptoms which could be life threatening or is contagious to others as listed below in "Communicable (contagious) Disease".
- your child is ill and is unable to participate in daily activities.
- You will be notified at pick-up time if your child suffers a minor injury that does not require medical attention or your child complains of a non-emergency condition/symptom. In the case of an injury, an incident report will be completed and reviewed with you upon pickup.

Communicable (contagious) Disease:

For the safety and well being of all children under our care, no child will be allowed at camp if they have a communicable disease/condition such as fever, head lice, nits, chicken pox, conjunctivitis (pink eye), ringworm, roundworm, fifth disease, diarrhea and vomiting. If your child is found to exhibit these symptoms, you will be contacted for immediate pick-up. The guidelines below are as found in the Preschool handbook:

We are a "Well Child Facility" and have no provisions or facilities to care for sick children. For the protection of all our children, the following will be strictly enforced. If symptoms develop at school, your child will be monitored for a time by a staff member. If symptoms continue, you will be called and asked to pick up your child immediately. Please do not bring your child to school if they have any of the following symptoms:

Children must be on medicine for 24 hours before returning to school.

- a. *Fever - temperature shows a sudden spike or 100 degrees or higher. Children must be free of fever without medicine fever reduction medicines 24 hours before returning.*
- b. *Respiratory - wheezing, difficulty breathing or strong constant cough*
- c. *Diarrhea - must have doctors note if related to medicine.*
- d. *Vomiting - signs of illness or continuing to vomit.*
- e. *Rash - undiagnosed rash other than a mild diaper or heat rash. Rash relating to medicine should be brought to the teacher's attention so that they will not be alarmed.*
- f. *Sore Throat - sore throat that needs culturing because other signs are present. A heavy nasal discharge or green in nature.*
- g. *Chicken pox - All lesions are dry and crusted, and cleared by doctor*
- h. *Impetigo - (Blisters covered with honey-colored crusts.) At least 24 hours after the start of medication. If there is not improvement in 48 hours, the child should be reassessed by the physician.*
- i. *Conjunctivitis-(Pink-eye/redness of the eye with burning and thick purulent discharge) - Students with eye drainage are allowed to return 24 hours after the start of medication and a doctor's note.*
- j. *Lice - A child identified as having head lice shall not be permitted to return until the following day and only provided that treatment has occurred and has been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred. Child will be checked upon their return to ensure there are no active lice.*
- k. *Scabies- following medical treatment, child must be examined and cleared by a physician before the child can be readmitted.*
- l. *Pin worms - at least 24 hours with no signs of pin worms after treatment.*
- m. *Hepatitis - Physician's statement required for child to be able to return to school.*
- n. *Strep throat - no sooner than 48 hours after the start of oral medication or 24 hours after injection.*

Medication:

If your child takes any medication you must come in with the medication in its original container and complete the necessary forms as indicated in the registration packet under "Authorization for Medication".

Sunscreen:

Our goal is to protect your child and prevent any occurrence of sunburn. Please see "Sunscreen Policy" in the registration packet.

Lost and Found:

We recommend that your child's full name be placed on any articles brought to camp (lunch bags, sunscreen, outerwear, etc). In the event an item is lost on campus, you may check the designated lost and found area near the sign-out table. Electronic devices are allowed at camp at designated times only; however, we are not responsible for any lost, damaged or stolen items, toys, games, electronics, money, etc.

If sending in money with your child, please stress the importance of keeping it in a safe place. You may place in an envelope or Ziploc bag with your child's name on it and give to the camp counselor.

Parent Conferences:

If your child exhibits patterns of disruptive behavior that interferes with the quality of care and services to our other campers or staff, a parent conference will be scheduled with the camp director.

Discipline:

The rules listed below in the Code of Conduct for are enforced to ensure a safe, professional and organized summer program. These disciplinary procedures are put into place for all program participants and are designed for the safety and security of each camper and staff member and to help each participant learn, grow and enjoy their experience at Camp Trinity. Minor infractions of the Code of Conduct will have the following consequences which may vary according to the developmental level and age of each camper:

First Offense: Verbal reprimand

Second Offense: Age appropriate reflection time

Third Offense: Conference with Camp Director and possible suspension or expulsion from the program.

Each offense will be written on a Disciplinary Action Form for the parent to review and sign with the Camp Counselor or Camp Director. We reserve the right to take any of the above disciplinary steps as deemed necessary given the offense.

Code of Conduct:

Please review and share this section with your child and sign the corresponding section in the registration packet. For the safety and fairness of all campers and staff, we expect appropriate behavior at all times. Disciplinary measures will be taken when necessary as stipulated above.

- Campers are to be checked in and out daily by their parent/authorized person. A form will be available to sign in and out.
- Campers must stay in their assigned areas.
- Swearing, name calling, inappropriate language, racial/religious/cultural or comments of a sexual nature will not be tolerated.
- Horseplay or fighting of any kind will not be tolerated.
- Children must obey all camp counselors and rules at all times. Any disrespect will not be tolerated.
- Children must use equipment with care and respect.
- Children must have permission from a camp counselor to use the bathroom, get a drink, or any activity that would pull them away from their group for any reason.
- Children must clean their area before going to the next activity.
- Children must keep hands, feet and objects to themselves.
- Stealing from anyone will not be tolerated.
- Running inside any facility (except gym) will not be permitted.
- Playing tag on the outside playground equipment is not permitted.
- Bathroom Rules: ask permission, take a partner, go to the bathroom, wash hands and return to the group.
- Lunch/Snack Time Rules: clean up your mess, no throwing items on the ground, no throwing items or food at all, remain seated, and put garbage in the garbage cans.
- No excessive aggression or force during a game or activity will be tolerated.
- Destroying other people's property will not be tolerated.
- No hitting, kicking, jumping on other campers or camp staff.
- Electronic devices, tablets or phones are permitted during designated times by camp counselor. If a camper is found to be using electronic devices outside of these designated times, it will be collected by the camp counselor and returned to the parent at pickup.

Contact Information:

Camp Director	Carmen Rivera	x101
Headmaster	Karen Neher	x152